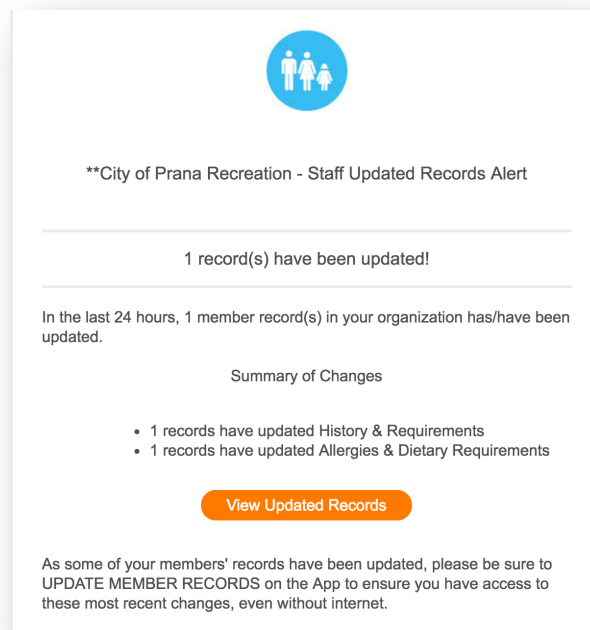


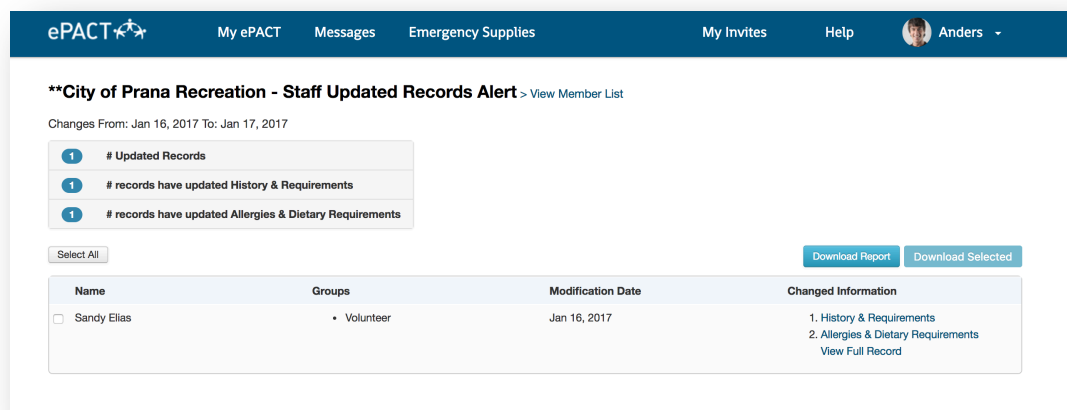
## Updated Records Alert

This allows will send a notification to all administrators if a member makes any changes to their record. For example, if they change their cellphone number, an alert will be sent to both the organization and the group administrators to make sure they are aware of the change.

1. An email is sent every morning if a member has changed their record. If there are no changes, there will be no email. Only group admins with access to this record will get the notification. Organization get alerted for all members.



2. Clicking on the orange button in this email and log in to your account. You'll then be shown a summary table of all the changes that occurred in the **previous 24 hour period**. The section that had changes will be shown in the far right column as well as being highlighted on the PDF to make it easier to identify.



**\*\*City of Prana Recreation - Staff Updated Records Alert** > View Member List

Changes From: Jan 16, 2017 To: Jan 17, 2017

- 1 # Updated Records
- 1 # records have updated History & Requirements
- 1 # records have updated Allergies & Dietary Requirements

Select All

Download Report Download Selected

Name	Groups	Modification Date	Changed Information
<input type="checkbox"/> Sandy Elias	• Volunteer	Jan 16, 2017	1. History & Requirements 2. Allergies & Dietary Requirements <a href="#">View Full Record</a>